



## **JOB DESCRIPTION**

Title: **CAPTAIN**  
Department: Fire  
Class Code: 3325  
FLSA Status: Non-Exempt  
Effective Date: July 1, 1982 (Rev. 07/2008)  
Grade Number: 22

### **GENERAL PURPOSE**

Under general supervision from the Battalion Chief, provides technical supervision and work leadership in taking charge of a platoon in firefighting operations, emergency medical situations, equipment maintenance, training and other activities.

### **EXAMPLE OF DUTIES**

- \*-- Participates in all aspects of fire suppression and emergency medical care activities.
- \*-- Supervises the firefighting and medical emergency situations in the absence or upon the request of the Battalion Chief; supervises and conducts training sessions; provides performance evaluation for designated firefighters.
- \*-- Supervises preventive maintenance on fire vehicles and on all fire department equipment; provides pre-fire planning advice to local homeowners and businesses; provides general fire information to the public.
- \*-- Supervises maintenance to stations and grounds.
- \*-- Keeps a daily record of platoon's activities; completes reports daily on each fire or medical emergency.
- \*-- Participates in physical training activities; conducts building inspections for fire prevention; provides maintenance of city fire hydrants; attends various officers' meetings; attends, if possible, all off-duty fires.
- \*-- Serves as shift commander in absence of the Battalion Chief.
- Performs other duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- An Associates degree in Fire Science or related field and a minimum of five (5) years full time experience on the department as a Firefighter, including at least one (1) year as a Firefighter II, Engineer, or Firefighter/Paramedic (If degree is in a related field, Fire Officer I certification is also required.) **OR** Fire Officer I certification, at least 30 semester credits (including at least one course in English, grammar, or writing), and six (6) years full time experience on the department as a Firefighter, including at least two (2) years as a Firefighter II, Engineer, or Firefighter/Paramedic **OR** Fire Officer I certification, at least one course in English, grammar, or writing, and seven (7) years full time experience on the department as a Firefighter, including at least three (3) years as a Firefighter II, Engineer, or Firefighter/Paramedic.

### Special Requirements

- Must possess a valid Utah Driver License.
- Must be EMT-B certified.

### Necessary Knowledge, Skills and Abilities

- Considerable knowledge of all aspects of fire control operations and emergency medical care; considerable knowledge of pre-fire planning methods and techniques; considerable knowledge of proper equipment maintenance and station maintenance.
- Skill in all aspects of fire control operation, fire equipment and station maintenance.
- Ability to effectively train firefighters; ability to create effective working relationships with employees; ability to communicate effectively both verbally and in writing.

## **TOOLS & EQUIPMENT USED**

- SCBA, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, personal computer, phone, personal protective gear.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistant, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate, except during certain firefighting or EMT/Paramedic activities when noise levels may be loud.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.